

28 August 1969

Memo to Mr. [REDACTED] 25X1A9a

Subject O/Commo Correspondence Handbook

Ref: Your memo 21 August 69

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1. Hazel talked with [REDACTED] in Commo.

He said they printed 175 copies. Printing Services doesn't cost jobs any more, but Hazel thought this Handbook would cost about \$1.50 per book.

Jack told her the last Handbook they did in Sept 1966 was in short supply. This time they canvassed each office on their needs and decided to have 175 printed. They have about 50 copies on hand to service requests. He said they revised the handbook in accordance with O/Commo needs and lifted some of the material from the latest GPO Style Manual and the GSA Handbook.

When I talked to Jack he said he prepared the Handbook and did the editing himself. The mats were typed by one person in Commo on an electromatic typewriter because Printing Services told him it would be cheaper and faster if Commo did it. It took him about 2 weeks to get it ready and a total of 2 months in Commo to prepare it for Printing Services. Then another 2 months to get it back from Printing Services.

Jack said there was no coordination with Regulations Staff as they considered this an internal publication, a part of the Commo Directive system. His only coordination was with the Executive Registry on the part pertaining to the DCI, with [REDACTED] on the DDS correspondence, and with Forms Management to see if they had the latest issues on forms. He incorporated information from the GPO and GSA Handbooks on punctuation, abbreviations, etc.

He ordered 175 copies--75 were needed for distribution in accordance with their directive system, some copies went to secretaries who wanted them, the remainder are being held for future needs.

He said it is serving their needs and the people in Commo are satisfied with it.

[REDACTED] A9a